

VIRTUAL ROAD MAP FOR REVIEWING GRADE 3 - 8 KEYBOARDING SOFTWARE

- Using a team of teachers, spend time evaluating a wide variety of elementary keyboarding applications. This handout will let you explore the products being used most by Nebraska elementary schools. NDE does not endorse any specific product but provides this information for you as informational only.
- Use page 16 of the *Building a Strong Foundation* handout to help you decide which software program is best suited for your students/district.
- Consider inviting your high school and/or middle-level business teacher(s), media specialist, classroom teachers, technology coordinator and even several elementary students to be involved in the review of the software programs.
- A quality keyboarding software program allows the teacher to make administrative changes that should include:
 - Limit all timings to 30 seconds or 1 minute.
 - Use 1 space after a period instead of 2.
 - You may want to start with disallowing the backspace key while keys are being learned and later allow the use of the backspace key.
 - Adjustments for speed and accuracy requirements can be made if students are struggling.
 - Lesson sequence should be turned on so that the students must do the lessons in sequential order.

WEB-BASED ELEMENTARY KEYBOARDING PROGRAMS – GRADES 3 - 6

EduTyping Jr. – www.edutyping.com by B.E. Publishing

The following instructions will only work when in the NDE technology lab
You may contact the company to secure a 30-day license to review

To key as a Student:

- Open browser
- Go to www.edutyping.com/
- Login as a Student
 - a. School ID: nebras38
 - b. Username: either bonnie
 - c. Password: business

Student Instructions

- Login as a **Student**.
- Quickly reference **the Getting Started** and **Typing Tips**.
- Go into the **Course Lessons** and look at the list of lessons. You may want to try part of the first lesson. Type something from the **Practice Library**, and then you can jump around to various lessons.
- Browse the content of the In **The News** and **Timed Writings**.
- Logout as a student.

Teacher Instructions

- Use the teacher login on home page of www.edutyping.com:
 - School ID: nebras38
 - Username: admin
 - Password: business
- Review **Manage Classes** tab to see that you can customize grading scales, control which games the students can play, enable/disable the backspace key, restrict lessons and much more.
- Review the **Curriculum** tab to view each lesson/timed writing/practice library, etc.
- In the Curriculum section, view the Instructor’s Curriculum Map and Assessment Guide for both EduTyping Jr. and EduTyping.
- Review the **News & Views** where free training webinars are posted.
- Review Standards in Resource section to see the Curriculum Map and Assessment Guides offered for both EduTyping Jr. and EduTyping.

After workshop to key as a Student and/or sign up for trial software:

- Go to www.edutyping.com/ne
- Complete the short form and click on Start My Trial.
 - The Nebraska schools presently using this software are listed.
 - You will then be given a Username, Login, and Password for both the Instructor software and the Student software—write this information down!

Type to Learn 4 – www.sunburst.com by Sunburst

The following instructions will only work when in the NDE technology lab

You may contact the company to secure a 30-day license to review

To get Teacher Option:

- Click on the Type to Learn 4 link in the Keyboarding folder on the desktop.
 - Username: admin
 - Password: bonnie
- Click on Management
- Review **User Options** and make adjustments. ESL Spanish and visually impaired adjustments are available plus many more options.

To get Student Option:

- Click on the Type to Learn 4 link in the Keyboarding folder on the desktop.
- Student login instructions will be:
 - Username: student1 or student2 through student15
 - Password: bonnie
 - There are 15 students named student1 through student 15. All use a password of bonnie. Use the number posted on your computer monitor after the word “student” to create your username. Do not put a space before the number.
 - Start with the Begin button and type through a lesson
 - Try out some of the educational games
 - Dig It allows students to type to a beat
 - Mastery dictates a word

Keyboarding for Kids – www.keyboardingonline.com by Ellsworth Publishing

Login: bonnie402

Password: bonnie402

To get Teacher Option:

- Click on Keyboarding for Kids icon in Keyboarding folder on desktop
- Click on the Teacher Manager button for Keyboarding for Kids
- Review options for teachers by clicking through the side bars
- You'll find a variety of .pdfs and PowerPoints that give instructions for using this online software developed by Ellsworth Publishing

To get Student Option:

- Click on Keyboarding for Kids icon located just above the Teacher Manager button
- Select any student and use *myepc* as the password to practice as that student **OR** you can sign in as a guest

MIDDLE-LEVEL KEYBOARDING SOFTWARE PROGRAMS – GRADES 6 - 8

MicroType 5.0 by Cengage Learning (site license)

The following instructions will only work in the NDE technology lab

You may contact the company to secure a 30-day license or demo CD to review

To get Teacher Option:

- Click on MicroType icon in Keyboarding folder on desktop
- At Login Screen, use ALT + OK and enter bonnie as the password

To get Student Option:

- Login as an existing student and use bonnie as the password **OR** you can sign in as a guest